



Town Of Ashburnham Planning Board

APPLICATION FOR COMMON DRIVEWAY

CHECKLIST

This form must be completed by the plan preparer, signed, dated and returned with the completed copy an application for common driveway special permit, along with the appropriate fee. **For the complete submission requirements see § 5.14 of the Ashburnham Zoning Bylaws and the Planning Board's Rules & Regulations pertaining to Common Driveways.**

THE PLANNING BOARD MAY DENY INCOMPLETE APPLICATIONS

- ☐ Completed Common Driveway Application and corresponding Common Driveway Checklist (7 copies)
- ☐ Filing Fee
- ☐ Copy of the most recently recorded deed.
- ☐ Municipal tax lien, indicating no outstanding taxes and/or assessments due on the property.
- ☐ If the applicant is not the owner, a copy of authorization to apply, signed by the owner.
- ☐ Certified list of abutters.
- ☐ Drainage calculations.
- ☐ Copies of proposed easements, covenants and agreements.
- ☐ Town of Ashburnham Driveway Permit Application (see Ashburnham General Bylaw Chapter XI § 1)
- ☐ Is the plan located on a Scenic Road adopted by Town Meeting May 11, 1974? ☐ Yes ☐ No
- ☐ Site Plan (two (2) full size 24" x 36" copy & thirteen(13) copies in 11" x 17" format

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- ☐ Title boundaries, north point, date and scale.
- ☐ Locus Map showing location of common driveways with adjacent streets and landmarks clearly indicated.
- ☐ Name and address of record owner and engineer or surveyor, with appropriate certification of a registered land surveyor.
- ☐ Lots to be served by common driveway.
 - ☐ Existing and proposed topography
 - ☐ Septic
 - ☐ Utilities
 - ☐ Proposed homes
 - ☐ Wells
 - ☐ Drainage
- ☐ Location of common driveway, w/ slope and elevation.
- ☐ Location of wetlands.



Continued on reverse

- ___ Driveway cross section.
- ___ Stonewalls and large trees.
- ___ Sight distance (according to AASHTO standards)
- ___ Location, type and drawings of all street numbering signage.

STAKING

- ___ Common Driveway staked at 100' intervals.

Signature of registered land surveyor or registered engineer: _____

Print Name: _____ company/Firm: _____

Date: ___/___/___ Certification: _____ Certification #: _____